

**CEC'S 2018 COUNCIL MEETING
OKLAHOMA CITY, OKLAHOMA, USA**

The following table is used as a reference for initial scoping mission. For late June 2018 (potentially Tues-Weds June 26-27)

Line number	Sunday	Monday	Tuesday	Wednesday	Potential venue
	Secretariat set up day	Secretariat set up day Delegations travel day	Council Session General Agenda: <ul style="list-style-type: none"> Ministerial Bilateral Meetings Ministers-only trilateral events Meeting with US JPAC/NAC/GAC JPAC Meeting Opening Reception 6:30 PM-9:00 PM 	Council Session General Agenda: <ul style="list-style-type: none"> Council Private Breakfast Council In-Camera meeting Council Public Meeting Closing Dinner 	
Space Needs					
1		Registration area			
2		1 Meeting Room for 180 People	JPAC Public Session	Council Public Session	Hotel or University?
3		1 Function Room for 180 people	Opening Reception	N/A	Museum? University? Hotel?
4		1 Meeting Room for 100 people	N/A	Council Private <u>In-camera</u> Session	Hotel or University? Same location as line 1
5		3 Meeting rooms for 15 people	US, Canada, Mexico Delegations	US, Canada, Mexico delegations	Same as-location as line 1
6		2 Meeting rooms for 20 people	JPAC, Secretariat Delegations	JPAC, Secretariat Delegations	Same as-location as line 1
7		1 VIP room for 9	Minister's trilateral meeting room	Minister's trilateral meeting room	Same as-location as line 1
8		1 room for 6 people	GSC/SEM Room	GSC/SEM Room	Same as-location as line 1
		1 room for 10	Media room	Media Room	Same as-location as line 1
9		Room for lunch for 180 people	Participants lunch	Participants lunch	Same as-location as line 1
10		Room for lunch for 100 people	Delegations lunch	Delegations lunch	Same as-location as line 1
<u>11</u>		<u>Room for breakfast for 6-9 people</u>		<u>Council private breakfast</u>	<u>Hotel (could be same location as line 7)</u>
<u>12</u>		Restaurant or venue for closing dinner		Delegations closing dinner	Restaurant, other venue?
<u>13</u>	Sleeping	5 for Saturday; <u>15 for Sunday</u>	116	116	Hotel

CEC’S 2018 COUNCIL MEETING
OKLAHOMA CITY, OKLAHOMA, USA

	rooms	through Monday			
--	-------	----------------	--	--	--

**CEC'S 2018 COUNCIL MEETING
OKLAHOMA CITY, OKLAHOMA, USA**

MEETING ROOMS NEEDED: (Reserved on 24 hours basis):

2 Meeting Rooms for 180 people (main meeting, lunch room); 1 Room for 100 people (Council in camera); 3 Meeting rooms for 15 people; 2 rooms for 20 people; 3 Rooms for 5 people; 1 VIP Room for 5 people. (VIP room is for Mexican, Canadian and US Environment Minister/Administrators)

APPROXIMATE SLEEPING ROOMS NEEDED:

1st day (Day 1 minus 3) 5 rooms; 2nd day (Day 1 minus 2) 15 rooms; the three following days 116 rooms.

MEETING ROOMS VENUE TO BE CONFIRMED			
Meeting Rooms	DAY 1 minus 1 day	DAY 1	DAY 2
PREFUNCTION <i>(Council Registration)</i>	SET UP REGISTRATION AREA	REGISTRATION AREA • CEC publications. • Accreditation and registration desk.	REGISTRATION AREA • CEC publications. • Accreditation and registration desk.
WELCOMING RECEPTION <i>Room for 180 people</i>		A.M. : SET UP <i>for welcoming reception</i> P.M. : WELCOMING RECEPTION AND OFFICIAL OPENING OF THE REGULAR SESSION OF THE COUNCIL	
JPAC MEETING ROOM AND COUNCIL PUBLIC SESSION <i>Room for 180 people</i>	SET UP DAY 1 minus 2 days - As per diagram - <i>Room with enough space for :</i> - Head table and Podium on risers - 3 Interpretation booths - Complete AV equipment - Webcast equipment (two cameras and 2 or 4 sets of lights) - Two screens for presentations - Coffee station outside room.	8:00 to 18:00 MEETING	8:00 to 18:00 MEETING
COUNCIL PRIVATE SESSION <i>Room for 100 people</i>		SET UP - Hollow Square for 20 people with 2 rows of classroom style around Hollow Square for 80 people. - <i>Room with enough space for :</i> - 3 Interpretation booths - Complete AV equipment - Three screens for presentations - Coffee station inside room.	9:00 to 16:0 MEETING

DELEGATION ROOMS VENUE TO BE CONFIRMED			
Meeting Rooms	DAY 1 minus 1 day	DAY 1	DAY 2

**CEC'S 2018 COUNCIL MEETING
OKLAHOMA CITY, OKLAHOMA, USA**

MEXICAN DELEGATION ROOM <i>Room for 15 people</i>	SET UP DAY 1 minus 2 days - Conference style for 15 people - Tables along wall for office equipment	<i>MEXICAN DELEGATION</i>	<i>MEXICAN DELEGATION</i>
US DELEGATION ROOM <i>Room for 15 people</i>	SET UP DAY 1 minus 2 days - Conference style for 15 people - Tables along wall for office equipment	<i>US DELEGATION</i>	<i>US DELEGATION</i>
CANADIAN DELEGATION ROOM <i>Room for 15 people</i>	SET UP DAY 1 minus 2 days - Conference style for 15 people - Tables along wall for office equipment	<i>CANADIAN DELEGATION</i>	<i>CANADIAN DELEGATION</i>
JPAC DELEGATION ROOM <i>Room for 20 people</i>	SET UP DAY 1 minus 2 days - Conference style for 20 people - Tables along wall for food and office equipment	8:00 to 9:00 JPAC PRIVATE BREAKFAST	8:00 to 9:00 JPAC PRIVATE BREAKFAST
MINISTERS PRIVATE ROOM (VIP Room) <i>Room for 9 people</i>		SET-UP - Conference style for 9 people - Couch and/or comfortable chairs with coffee table	<i>VIP ROOM</i>
SECRETARIAT DELEGATION ROOM <i>Room for 20 people</i>	SET UP DAY 1 minus 2 days - Conference style for 20 people - Tables along wall for office equipment	<i>CEC SECRETARIAT</i>	<i>CEC SECRETARIAT</i>

**CEC'S 2018 COUNCIL MEETING
OKLAHOMA CITY, OKLAHOMA, USA**

Meeting Rooms	DAY 1 minus 1 day	DAY 1	DAY 2
MEDIA ROOM <i>Room for 10 people</i>	SET UP DAY 1 minus 2 days - Conference style for 10 people. - Tables along wall for documents	MEDIA ROOM	MEDIA ROOM
GSC/SEM POCs ROOM <i>Room for 6 people</i>	- Conference style for 6 people with screen & projection	GSC/SEM POCs ROOM	GSC/SEM POCs ROOM

MEALS			
MINISTERS PRIVATE BREAKFAST	Find appropriate/private space at the hotel		8:00 to 9:00 COUNCIL PRIVATE BREAKFAST (For 5 people)
Meeting Rooms	DAY 1 minus 1 day	DAY 1	DAY 2
PUBLIC LUNCH <i>Room for 180 people</i>		LUNCH FOR PARTICIPANTS	LUNCH FOR PARTICIPANTS
COUNCIL / DELEGATIONS LUNCH <i>Room for 100 people</i>			LUNCH FOR COUNCIL & DELEGATIONS
SOCIAL EVENT TBC			19:00 to 21:00 SOCIAL EVENT (To be confirmed by host)